**District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLASS TITLE:** Bus Monitor

**JOB GOAL**:

Provide safe environment while students are being transported to and from school.

**QUALIFICATIONS**:

* Certification of good health signed by a licensed physician;
* Certification in first aide and CPR;
* High School diploma or GED Certificate
* Minimum of 18 years of age;
* Demonstrate competence and/or experience supervising children and specifically supervising special education students;
* Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PERFORMANCE RESPONSIBILITIES**:

* Maintain control of students while on the bus.
* Take care of any special needs of the students while they are on the bus.
* Manage seating of students on the bus.
* Operate the lift system.
* Supervise assistive device usage.
* Assist in the loading and unloading of students.
* Assist bus driver in times of need and during emergencies.
* Assist with evacuation procedures.
* Implement special IEP services.
* Maintain and keep current transportation confidential emergency cards and other required reports. This information is to be maintained in accordance with the Family Education and Privacy Act and State and local Special Education Regulations.
* Communicate effectively with students.
* Communicate and establish positive relationships with parents.
* Uphold, enforce and abide by all school rules, administrative regulations, Board policies, State Board of Education regulations and the school laws of Kentucky.
* Observes such other directives the Administrators may give from time to time.
* Work with classroom teachers on monitoring and supervising students when on extended distance field trips.
* In case of emergency, the bus monitor needs to make his/her location known and a phone number where he/she can be reached.
* Attend special education training programs as determined by local school district;
* Shall attend all training programs given relating to the transportation of pupils;
* Other related duties as assigned;

**TERMS OF EMPLOYMENT**: Term contract with specified beginning and ending dates as indicated in letter of employment. Works all days that teachers work based on the school calendar. Hours are as designated by the transportation director.

**EVALUATION**: Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor’s evaluation according to the procedures developed for all district personnel.

**REPORTS TO:** Superintendent or Superintendent designee